

**DOT HUMAN CAPITAL IMPLEMENTATION PLAN:
ETHICS AND STANDARDS OF WORKPLACE CONDUCT**

STANDARD 3: Leadership and Knowledge Management

CRITICAL SUCCESS FACTOR: Integrity and Inspiring Employee Commitment. Leaders maintain high standards of honesty and ethics that serve as a model for the whole workforce. Leaders promote teamwork and communicate the organization's shared vision to all levels of the organization, and seek feedback from employees. Employees respond by maintaining high standards of honesty and ethics.

MEASURE: DOT ensures that leaders receive annual training on ethics and corporate standards for workplace conduct is communicated through all levels of the Department.

MILESTONE	TARGET DATE	STATUS ¹ ●-C ▼-OT ●-D	ACTUAL DATE	RESPONSIBLE ENTITY AND POINT OF CONTACT
Conduct annual ethics training for managers and supervisors subject to mandatory requirement	December 2002	●	November/ December 2002	Bill Register, C-10
Conduct annual ethics program review	January 2003			Bill Register, C-10
Design and implement awareness/outreach strategy and reporting requirements related to No FEAR Act	March 2003			No Fear Implementation Workgoup
Develop proposal for standardized intranet icon to link standards of ethical conduct, dispute resolution and redress resources	May 2003			Don Faulkner, M-10 / CIO Staff
Develop communication module for leadership training curriculum	June 2003			Randy Bergquist, M-10 Don Faulkner, M-13
Review and revise supervisory performance appraisal process	July 2003			Steve Gomez, M-10
Evaluate employee and supervisory awareness of rules related to ethics, discrimination, whistleblower reprisal, and related matters	May 2004			Don Faulkner, M-10/ Bill Register, C-10 DOCR

¹Status Code: ● Complete (C) ▼ On Target (OT) ● Delayed (D)